

## CHAPTER 1

### INTRODUCTION

#### 1.1 POLICY PURPOSE

The purpose of this manual is to establish policies, which will serve as a guide to administrative action concerning various personnel activities and transactions. There are several reasons for the issuance of a Personnel Policy. Among these are: (1) The Personnel Manual should bring segments of the organization under a uniform policy; (2) Each supervisor should be kept constantly aware of his/her responsibilities for personnel matters; (3) Each employee should have available for reference a copy of the Personnel Manual. It is the responsibility of each employee to become familiar with these regulations and to comply with them.

#### 1-2 AUTHORITY

The rules and regulations contained herein have been established by the City Manager as approved by the City Council, City of Owasso, Oklahoma. (Adopted July 1, 1992)

#### 1-3 AMENDMENT AND IMPLEMENTATION

The City Manager may amend these rules and regulations when deemed desirable and necessary in the best interest of the City and with the approval of the City Council. The City Manager will provide notice to all City employees prior to the Council action.

#### 1-4 EXTENT OF COVERAGE

These rules shall be construed as the declaration of an employment policy by the City, and shall not be construed as a contract with any employee or as creating any debt or obligation on the part of the City. These personnel rules and regulations apply to all City employees unless modified by a formal written contract entered into between the City and a collective bargaining agent whose duties include representation of the employee in question.

#### 1-5 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

It is the policy of the City of Owasso to afford equal opportunity for employment to all individuals regardless of race, color, creed, religion, ancestry, national origin, sex, marital status, or qualified disability. However, experience has demonstrated that a policy of non-discrimination by itself is not sufficient to erase within the foreseeable future the accumulated burdens imposed on minorities and women who have historically suffered from systematic discrimination. Therefore, the City will take affirmative action to:

Recruit, hire, and promote all job classifications without regard to race, color, creed, religion, ancestry, national origin, sex, marital status, or qualified disability, except where sex is a bona fide occupational qualification or management is unable to reasonably accommodate a qualified disability in the position being considered;

Base decisions on employment so as to further the equal employment opportunity;

Ensure that all personnel actions such as classification, compensation, benefits, transfers, layoffs, return from layoff, training and education through tuition reimbursement will be administered without regard to race, color, creed, religion, ancestry, national origin, sex, marital status or qualified disability, except where sex is a bona fide occupational qualification or management is unable to reasonably accommodate a qualified disability in the position being considered;

Ensure that all facilities of the City of Owasso are available to employees on a non-discriminatory basis and that all social and recreation programs sponsored for employees be open to participation without regard to race, color, creed, religion, ancestry, national origin, sex, marital status or qualified disability.

The successful achievement of a non-discriminatory employment program requires maximum cooperation among employees. In fulfilling its part in this cooperative effort, the Administration is obliged to lead the way by establishing and implementing affirmative procedures and practices which will achieve the objective of equal opportunity for all.